

**TOWN OF SCITUATE, MASSACHUSETTS
REQUEST FOR QUOTES
NEEDS ASSESSMENT STUDY
SCITUATE COUNCIL ON AGING**

JULY 2014

The Town of Scituate seeks quotes from qualified firms to conduct a Needs Assessment Study for Scituate's current and projected elder populations. The Scituate Council on Aging, the town's focal point for the delivery of social services to Scituate's population 60 and older, is soliciting proposals to conduct a needs assessment of the unmet needs of elders (age 60 and over) and "Baby Boomer" generation residents born between 1953 and 1967 (ages 45-59).

The study will examine the services and program needs of these populations that will guide the future direction of the Scituate Council on Aging both for short-term and long-term strategic planning, budget, staffing (including volunteers), training, program development, events and activities and building space needs for current services as well as those projected space needs for the next thirty (30) years. Special attention shall be given to populations whose needs are not being met by existing COA services/facilities. This is not an architectural study.

The timeframe for the proposed study is flexible but the final written and electronic report is due within six months from the signing of the contract but no later than December 1, 2014.

Proposers must have performed similar work in the past five (5) years to be eligible to be considered.

The written proposal should include:

1. Scope of Services to be provided meeting the requirements of this RFQ
2. Description of the methodology to be used- WORKPLAN
3. REFERENCES: a minimum of three (3) **municipal** references evidencing similar scope of work with contact information for each reference
4. WORK PRODUCTS: A sample of a prior appropriate report is required to be submitted along with the firm's quote.
5. STAFFING AND QUALIFICATIONS: outline of how the firm proposes to staff the work plan to meet all requirements of this RFQ. Resumes of all staff who will be working on the study

The proposed methodology may include (but is not limited to):

1. Demographic data
2. Written studies, trends and literature reviews
3. Utilization review of current program and activity offerings
4. Evaluation of efficacy of current menu of program and activity offerings

5. Collection, collation and evaluation of a draft survey of the random, statistically meaningful portion of the 60 sixty year and older population and the 45 forty-five to 59 fifty-nine year old population
6. focus group and interviews (including other community social service agencies)
7. the Council on Aging will provide any existing data or reports in its possession for the study and will assist with coordination of any interviews/ focus groups. The primary contact for the study will be Linda Hayes, Director, Scituate Council on Aging.

The work plan must demonstrate a solid foundation for any recommendations made supported by factual data.

The final report shall be provided both in bound print (12 copies) and electronic form and at a minimum shall contain:

1. Executive Summary
2. Description of Scope
3. Description of Methodology
4. Any data or survey analysis results/compendium
5. Summary of Findings
6. Findings and recommendations
7. Recommendations for priority areas in order of importance to address for each targeted age group specified
8. recommendations for space needs to support current and projects Departmental program, services and activities
9. recommendations for the 45-59 “Boomer” generation

All information contained in the report shall become the property of the Town of Scituate

Selection Criteria

The contract will be awarded to the proposer who best meets the scope of services outlined in this solicitation at the best price. The Town seeks creativity and innovation in the project approach and does not want a “cookie cutter” approach to the work plan.

The Town reserves the right to reject any and all quotes received, or waive minor omissions or informalities if it is in the best interest of the Town to do so.

All inquiries related to this study should be directed to Linda Hayes, Director, Council on Aging, 27 Brook Street, Scituate, MA 02066 or via email at lhayes@scituatema.gov. Any changes or corrections to this request for quotes will be posted on the Town’s website, www.scituatema.gov.

All proposals are due to Sheila Manning, 600 Chief Justice Cushing Highway, Scituate, MA 02066 no later than Tuesday, July 1, 2014 at 10:00 a.m. The successful proposer

will be notified within ten days of receipt of quotes. The successful proposer will be required to execute the Town of Scituate Independent Contractor Agreement.

Women and minority-owned businesses are encouraged to apply.

Patricia A. Vinchesi
Chief Procurement Officer